

**DUTY STATEMENT**

<b>Classification:</b> Associate Governmental Program Analyst	<b>Position No.</b> 440-5393-
<b>CBID:</b> R01	<b>Office:</b> Local Assistance and Financing
<b>Date Prepared:</b> November 25, 2014	<b>Division:</b> Efficiency
<b>KEY: (E) IS ESSENTIAL, (M) IS MARGINAL</b>	

The Associate Governmental Program Analyst is under the direction of the Energy Resource Specialist III (Managerial) in the Local Assistance and Financing Office of the Efficiency Division. The incumbent will act as the operational support and program analyst for the Citizens Oversight Board and will perform the more responsible, varied, and complex technical analytical staff services assignments such as program evaluation and planning; policy analysis and formulation; systems development; budgeting, planning, management, and continually provide consultative services to management or others.

California's voters established the Citizens Oversight Board in November 2012 by passing Proposition 39, the California Clean Energy Jobs Act. The Citizens Oversight Board is composed of nine members, three each appointed by the state Treasurer, Controller and Attorney General. In addition the California Public Utilities Commission and the California Energy Commission each designated an ex-officio member. The board annually reviews the expenditures from the Job Creation fund, which includes funds expended by the California Department of Education, the California Community Colleges Chancellor's Office, the California Energy Commission, the California Workforce Investment Board and the California Conservation Corps. The incumbent analyzes fund expenditures, works closely to support the organizational and communication needs for the Citizens Oversight Board, and coordinates with engineering support staff to the board to prepare reports to the Legislature, the Governor and the public.

**WORKING CONDITIONS.** Work is performed indoors in an office setting involving sitting, standing and walking. Travel may be required to attend meetings or briefings. While performing the duties described below, the incumbent may be required to work alone or in a team environment using a personal computer and appropriate Energy Commission software such as word processing, spreadsheet and data management programs, electronic mail and Internet browsers.

**SPECIAL PERSONAL REQUIREMENTS.** Ability to act independently, open-minded, flexibly and tactfully. This position may be designated as confidential.

#### **DUTIES AND RESPONSIBILITIES:**

40% Business Support to the Citizens Oversight Board. Coordinate meeting logistics, including, but not limited to room arrangements, recordings, web postings, and meeting materials distribution. Gather, review, edit and finalize meeting agendas and background materials including editing and clarifying the technical materials, with the staff ME, for the agenda. Coordinate all Citizens Oversight Board meetings, including the sign in process of all speakers, ensuring that all are given the opportunity to speak. Meet with the Citizens



Oversight Board chairperson quarterly to develop and approve meeting agenda items and identify scheduled items that may need additional information. Coordinate with ME to provide and brief chair/staff with additional information on the technical data and analysis needed before the meetings. Provide established meeting rules, protocols and procedures to Citizens Oversight Board meeting presenters, including staff from Proposition 39 participating agencies and the public. In consultation with the Citizens Oversight Board chairperson, develop, prepare and maintain annual meeting schedules and minutes. In collaboration with the ME, respond to inquiries regarding Citizens Oversight Board committees and quarterly general meetings proceedings and protocols. Monitor and manage the expenses of the board members consistent with the State Administrative Manual and any additional requirements in PRC 26217.

- 30% **Contract Management.** Serve as the Contract Agreement Manager for contracts for annual independent audits of the Clean Energy Jobs Fund (Fund) and the court reporting services for the Citizen's Oversight Board meetings and workshops. Establish and maintain business relationships with these contractors; approve contract amendments; receive and review contractors' monthly progress reports. Verify contractor invoices to ensure compliance with contract requirements and dispute when necessary. Review Fund audit reports; prepare summaries for the Citizen's Oversight Board, the Legislature, the Governor's Office and to post on a Web page established for this purpose.
- 25% **Analysis and Report Development.** Develop and maintain a working knowledge of all the programs funded by the Fund each fiscal year. Serve as the key liaison with the program leads for each agency to ensure required reports to Citizens Oversight Board are submitted timely and complete. Analyze reports for compliance with PRC 26210 (d). Work in collaboration with the ME and other Citizens Oversight Board staff support team members to complete all aspects of required analysis and draft the Citizens Oversight Board annual report to the legislature. Prepare final approved reports and post on a Web page pertaining to the Citizens Oversight Board.
- 5% **Other Duties.** Perform other duties as required consistent with the specifications of the classification.

<b>SIGNATURES</b>	
<b>I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position</b>	
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="display: flex; justify-content: space-between;"> <span><b>Vacant</b></span> <span>Date</span> </div> <p>Associate Governmental Program Analyst</p>	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="display: flex; justify-content: space-between;"> <span><b>Marcia Smith</b></span> <span>Date</span> </div> <p>Energy Resource Specialist III (Managerial)</p>